

TITLE, SERIES, GRADE: Secretary (OA), GS-318-05/06/07

SALARY RANGE: GS-05: \$28,620 - \$37,211 per annum

GS-06: \$31,903 - \$41,474 per annum

GS-07: \$35,452 - \$46,088 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-07

VACANCY ANNOUNCEMENT NUMBER: 05-CRM-TS-018

AREA OF CONSIDERATION: All Interested Candidates and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: March 4, 2005

CLOSING DATE: Until Filled

**The cut-off for this announcement will be 4<sup>th</sup> of every month until the positions have been filled.**

DUTY LOCATION(S): Department of Justice, Criminal Division, Various Sections/Offices, Washington, DC.

NUMBER OF VACANCIES: 1 or more

DUTIES: The incumbent provides a variety of administrative, secretarial and office automation functions in support of the office. Specifically, receives visitors and incoming telephone calls; uses word processing equipment to prepare, edit and reformat electronic drafts of various legal documents such as memoranda and reports; and establishes and maintains working files and records. Keeps supervisor's calendar, making appointments and establishing priorities. Receives and directs incoming mail. Reviews outgoing mail for purposes of format and compliance with regulations. Makes all necessary arrangements for travel and advises the staff on travel procedures, regulations and reimbursements.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service. All qualifications must be met by the closing date of this announcement.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience at various

grades are listed below.

**AT THE GS-5 LEVEL:** One or more years of related experience equivalent to the GS-4 level in federal service. Specialized experience is experience that demonstrates the knowledge of office methods and procedures as well as limited knowledge of an organization's programs to provide administrative assistance.

**AT THE GS-6 LEVEL:** One or more years of related experience equivalent to the GS-5 level in federal service. Specialized experience is experience that demonstrates the knowledge to successfully perform technical and administrative support functions in an office.

**AT THE GS-7 LEVEL:** One or more years of related experience equivalent to the GS-6 level in federal service. Specialized experience is experience that demonstrates the knowledge to independently perform a full range of technical and administrative support functions in an office.

**EDUCATION SUBSTITUTION:** As outlined in the Office of Personnel Management's Qualifications Handbook, education may be substituted for specialized experience. At the GS-05 Level: Four-year course of study above high school leading to a bachelor's degree.

**REQUIREMENT:** Applicants must type at least 40 words per minute. Please indicate typing speed on resume, SF-171 or OF-612.

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the procedures, laws, and regulations relating to Government travel.
- 2) Ability to communicate orally and in writing.
- 3) Knowledge of clerical procedures and office routines.
- 4) Skill in the use of office automation hardware/software to produce documents.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**HOW TO APPLY:** Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your

agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

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